



Data Processing Manager 3 and 4
Agency: 7500 Class Code: 13931 Exam Code: 8PB64

This multi-level examination is for:

097500-00101393-8PB64 DATA PROCESSING MANAGER 3
097500-00101387-8PB64 DATA PROCESSING MANAGER 4

Department(s):	State Personnel Board/Statewide
Opening Date:	9/21/2009 11:22:00 AM
Closing Date:	Continuous
Cut-off Date:	6/12/2014
Type of Examination:	SERVICEWIDE OPEN
Salary:	MONTHLY-RANGED-SALARY - \$7,118.00 to \$8,239.00
Employment Type:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-Time Limited Term Intermittent
Exam Type:	State-wide

EEO

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

DRUG FREE STATEMENT

It is an objective of the state of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

WHO SHOULD APPLY?

Candidates who meet the minimum qualifications as stated below may apply for this examination at any time.

Once you have taken the examination, you may not reapply for six (6) months. All applicants must meet the education and/or experience requirements as stated on this examination announcement.

FILING INSTRUCTIONS

Final File Date: Continuous

Where to Apply:

Click on the link at the bottom of this bulletin.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, call the State Personnel Board's Examination and Selection Services Section at 916-653-1502, Telecommunications Device for the Deaf (TTY) at 916-654-6336, or via California Relay (Telephone) Service for the deaf or hearing impaired: from TTY phones: 1-800-735-2929, for voice phones: 1-800-735-2922.

ELIGIBLE LIST INFORMATION

An open eligible list will be established for all State agencies/departments. Names of successful competitors are merged into the list in order of final scores regardless of date. Eligibility expires 12 months after it is established.

MINIMUM QUALIFICATIONS

DATA PROCESSING MANAGER 3

EITHER I

Two years of experience in the California state service performing electronic data processing duties in a class with a level of responsibility equivalent to Data Processing Manager 1, at least one year of which shall have been in a management assignment.

OR II

Three years of experience directing all phases of the operation of a large electronic data processing installation. (Experience in the California state service applied toward this requirement must include one year performing the duties of a class with a level of responsibility equivalent to Data Processing Manager 2.)

DATA PROCESSING MANAGER 4

EITHER I

Two years of experience in the California state service performing the duties of a Data Processing Manager 2. (Persons who have completed two years of experience performing EDP duties of a class with a level of responsibility equivalent to Data Processing Manager 2 may substitute on a year-for-year basis up to two years of other managerial experience at the Data Processing Manager 2 level and may substitute up to one year of managerial experience at a lower level.)

OR II

Four years of experience directing all phases of the operation of a large electronic data processing installation. (Experience in the California state service applied toward this requirement must include one year performing the duties of a class with a level of responsibility equivalent to Data Processing Manager 3.)

ALL LEVELS:

Education Experience:

The following educational background is required of all competitors who wish to be given credit for experience under the outside experience pattern for any level:

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

POSITION DESCRIPTION

DATA PROCESSING MANAGER 3

The incumbent has full management responsibility for a medium size EDP organization or directs a major data processing function or functions in a large, complex EDP organization requiring subordinate managers at the Data Processing Manager II level or may (1) direct and coordinate a highly complex project which impacts on multiple departments, or (2) direct a program involving the development and administration of servicewide EDP plans, policies, procedures, and standards, or (3) function as a project manager responsible for designing, configuring, and developing the most technically advanced business solution/EDP projects.

DATA PROCESSING MANAGER 4

The incumbent has full management responsibility for a large EDP organization requiring subordinate managers at the Data Processing Manager II and III levels or may (1) directly under the manager of one of the largest EDP organizations, manage a significant portion of the organization, or (2) direct a highly complex, interdepartmental project where the work is of the most critical and sensitive nature.

EXAMINATION INFORMATION

All applicants must meet the Minimum Qualifications on the date of submission of their application for examination.

The examination for the Data Processing Manager 3 and Data Processing Manager 4 will be a weighted 100% Training & Experience Supplemental Application.

[Click here to view the training and experience questions.](#)

KNOWLEDGE AND ABILITIES

Scope: The examination for the Data Processing Manager 3 and Data Processing Manager 4 will be weighted 100% Training & Experience Supplemental Application and will evaluate candidates education and experience based on the following knowledge and abilities:

Knowledge of:

1. Principles, practices, and trends of public administration, including management, organization, planning, cost/benefit analysis, budgeting, and project management and evaluation.
2. Employee supervision, training, development and personnel management.
3. Current computer industry technology and practices.
4. Principles of data processing systems design, programming, operations, and controls.
5. State level policies and procedures relating to EDP.
6. The department's goals and policies.

7. Department's Equal Employment Opportunity (EEO) objectives.
8. A manager's role in the Equal Employment Opportunity Program and the processes available to meet EEO.
9. Principles of the governmental functions and organizations at the State level, including the legislative process.

Ability to:

1. Develop and evaluate alternatives, make decisions and take appropriate action.
2. Establish and maintain priorities.
3. Effectively develop and use resources.
4. Identify the need for and assure the establishment of appropriate administrative procedures.
5. Plan, coordinate and direct the activities of a data processing staff.
6. Make effective use of interdisciplinary teams.
7. Reason logically and creatively and use a variety of analytical techniques to resolve managerial problems.
8. Present ideas and information effectively, both orally and in writing.
9. Consult with and advise administrators and other interested parties on a variety of subject-matter area, translating technical data processing terms into everyday language.
10. Gain and maintain the confidence and cooperation of others.
11. Effectively contribute to the department's EEO objectives.

VETERANS PREFERENCE

Preference credits will NOT be granted in the examination as it does not meet the requirements to qualify for Veterans' Preference credit.

ADDITIONAL DESIRABLE QUALIFICATIONS

In appraising the relative qualifications of candidates for all levels, consideration will be given to the extent and type of experience related to the electronic data processing functions listed in the "Scope" of this specification and to the extent and type of pertinent education beyond that required under "Minimum Qualifications". Preferred additional education includes courses in public administration.

CONTACT INFORMATION

If you have any questions concerning this announcement, please contact:

The State Personnel Board
Examination and Selection Services Section
801 Capitol Mall
Sacramento, CA 95814

(866) 844-8671, TTY (916) 654-6336.

SPECIAL REQUIREMENTS

SPECIAL PERSONAL REQUIREMENTS

ALL LEVELS:

Demonstrated ability to act independently with flexibility and tact.

GENERAL INFORMATION

For an examination with a written feature, it is the candidate's responsibility to contact the testing department three weeks after the Final Filing Date if he/she has not received his/her notice.

If a candidate's notice of oral interview or performance test fails to reach him/her 3 days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

Applications are available at www.jobs.ca.gov, State Personnel Board offices, and local offices of the Employment Development Department.

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service, should the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules, and all competitors will be notified.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and contact the testing department.

Hiring Interview Scope: In a hiring interview, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency of pertinent experience, and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development. For more information, you may refer to the classification specification jobs.ca.gov.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental

promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

Veterans' Preference Points: California Law (Government Code 18971-18978) allows the granting of Veterans' Preference Points in open entrance and open, non-promotional entrance examinations. Veterans' Preference Points will be added to the final score of all competitors who are successful in these types of examinations, and who qualify for, and have requested by mail, these points. **In open (only)** entrance examinations, Veterans' Preference Points are granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans (5 points for widows, widowers, and spouses if the veteran was in the National Guard); and 15 points for disabled veterans. **In open, non-promotional** entrance examinations, Veterans' Preference Points are granted as follows: 10 points for veterans, and 15 points for disabled veterans. Employees who have achieved permanent State civil service status are not eligible to receive Veterans' Preference Points. "Permanent State civil service status" means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned, or were dismissed from State civil service are not eligible to receive Veterans' Preference Points. Veteran status is verified by the State Personnel Board (SPB). Directions to apply for Veterans' Preference Points are on the Veterans' Preference Application (Std. Form 1093), which is available at www.spb.ca.gov or from the State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814, and the Department of Veterans Affairs.

TAKING THE EXAM

When you click the link below, you will be directed to the Training and Experience Evaluation. At the end of the Training and Experience Evaluation, it will be instantly scored.

[Click Here to go to the Internet Examination](#)